

**STUDENTS NOT TESTED ON
HIGH SCHOOL ASSESSMENT PROGRAM REPORT (SNTHR)
GUIDELINES**

Including The ACT[®], End of Course (English I, Algebra I and Biology I) and
Alternate Assessment Programs [NCSC and/or SC-Alt]
for Students Enrolled in High Schools
2015-2016

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Changes and Reminders for 2015-16:

- 1) The first day of testing for the High School Assessment Program (The ACT[®]) for 2016 is scheduled for Tuesday, April 19, 2016. The first day of testing for the Alternate Assessments (NCSC and/or SC-Alt) is scheduled for March 7, 2016.
- 2) Students not tested information will be collected for the first time beginning in Spring 2016 for students enrolled in the following EOCEP courses, English I, Algebra I, and/or Biology I. The window for testing is May 2 through June 3, 2016. Documentation submitted for calculation exclusions for EOCEP require the specific testing dates for the class in which the student is enrolled.
- 3) All eligible students who do not test on one or more assessments must be coded in PowerSchool with the reason they did not test, regardless of whether you are requesting a rate/calculation exclusion.
- 4) If you submit documentation, but the eligible student is not coded in PowerSchool as “not tested” by June 7, 2016, your documentation cannot be processed.
- 5) The Ninthgrade code (*GR9* or *First Time in Ninth Grade* Code in PowerSchool) for The ACT[®] (eligible 2016) first time test takers = 14. *GR9* = 14 represents students in their 3rd year of high school.
- 6) June 7, 2016 is the deadline for submitting documentation and entering Students Not Tested information into PowerSchool for all testing.
- 7) True Grade, when present in PowerSchool, will be used to identify students who should be assigned a GR9 code.
- 8) Required for documentation under **Ten Consecutive Unlawful Days Absent:** Please include all dates of your district’s holidays/breaks in the months of March, April and May 2016.
- 9) To protect and secure the privacy of your students, all Students Not Tested documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) Documentation can also be hand-delivered directly to Office of Research and Data Analysis (ORDA) staff by a trusted source.
- 10) Both elementary/middle and high school documentation is due to be delivered to SCDE on or before June 7, 2016. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly labeled using the cover page template found on the last page of this document.
- 11) The medical excuse for intermittent homebound students must include the wording for both “medically unable to attend school” and “physically and/or mentally unable to test.”
- 12) Be sure to include school identification number (SIDN) for the school requesting the exclusion on all documentation.
- 13) “Physician Assistant” was added as an allowable signee on the medical excuse for Medical Homebound/Home-based and medical reasons for not testing.

Introduction:

In 2015-16, the South Carolina Department of Education (SCDE) will collect, from PowerSchool, reasons for ALL eligible students who do not test on the following assessments:

Program Name	Subjects	Grades/True Grades	Testing Dates
SCPASS	Science and social studies	Grades 4-8	Science - May 11 Social Studies - May 12 Make-up through May 19 Online through May 27
SC READY	English Language Arts (writing and reading) and mathematics	Grades 3-8	<u>Paper-Based</u> Writing - April 26 Reading - April 27 Math - April 28 Makeup through May 10 <u>Computer-Based</u> ELA - April 19 - May 10 Math - April 19 - May 10
The ACT [®]	English, writing, reading, mathematics, and science	11 (defined as the student's third year in high school, according to the student's 9GR)	<u>Paper-Based</u> April 19 <u>Computer-Based</u> April 19 - May 3 <u>Accommodations Testing</u> April 19 - May 3 <u>Makeup Testing</u> May 3
South Carolina Alternate Assessment (SC-Alt)	Science and social studies	Ages commensurate with grades 4-8	March 7 through April 22
SCNCSC	ELA and mathematics	Ages commensurate with grades 3-8 and 11	March 7 through April 29
End of Course Examination Program (EOCEP)	Algebra I, English I and Biology I	Enrolled in Course	Spring Administration only May 2 – June 3
ACT WorkKeys [®]	Reading for Information, Applied Mathematics, Locating Information	11 (defined as the student's third year in high school, according to the student's 9GR)	<u>Paper-Based</u> March 2 <u>Computer-Based</u> February 22 - March 18 <u>Accommodations Testing</u> March 2 - 16 <u>Makeup Testing</u> March 16
ACCESS for ELLs [®] and Alternate ACCESS for ELLs [®]	English Language Proficiency Assessments	Kindergarten - 12	February 2 - March 18

Note: SCDE will be collecting students not tested data from PowerSchool for all reasons not just those that meet the criteria under these Students Not Tested (SNT) Guidelines for exclusionary purposes. Doing this ensures South Carolina remains in compliance with federal requirements and with the Data Quality Campaign's essential elements of a state longitudinal data system.

The list of common SNT reasons that students do not test has been incorporated into PowerSchool. SCDE will collect this information from PowerSchool data in order to generate reports for accountability and other federally mandated reporting purposes.

The school will select the appropriate reason from a drop-down list for each student who does not test. The drop-down list of common SNT reasons is located on a new page in PowerSchool. *The new page was made available through a PowerSchool state reporting release during the on March 25, 2016.* No documentation will be required – **UNLESS** the school wants the student excluded from the appropriate calculations for one of the valid reasons as provided under these Students Not Tested Guidelines.

If requesting an ESEA Waiver or report card exclusion, the check box "Requested Exclusion" must be selected/activated and proper documentation sent to Lisa Woodard in the Office of Research and Data Analysis at the SCDE.

The "Requested Exclusion" check box should only be selected/activated for not tested reasons found in these guidelines. Any other reasons for a student not testing will be used for reporting purposes and will not be reviewed for exclusion from any calculations.

The following guidelines specifically address students not tested for exclusionary reasons under the high school assessment program and the alternate assessment programs for students enrolled in a high school.

Students Included in Federal and State Accountability from the High School Assessment and Alternate Assessment Programs for Students Enrolled in a High School.

For 2015-16, schools and/or districts will be held accountable for testing students who meet the following criteria for eligibility:

- Students who are actively enrolled as of the first day of The ACT[®] and actively enrolled in one or more EOCEP courses (English I, Algebra I, and Biology I);
- Students with a GR9=14 (The ACT[®]) or enrolled in the appropriate course (EOCEP); or
- Students age-eligible for NCSC and/or SC-Alt (PowerSchool alternate assessment indicator coded "Y" and are enrolled in a high school); or
- Students with missing or invalid GR9's.

About Your Students Not Tested on High School Assessment Program Report

The "Students Not Tested on High School Report" (SNTHR) is a process designed for districts to account for students enrolled in high schools, appearing in their PowerSchool data sent to the SCDE, who fail to take one or more state assessments under specific circumstances, as described herein. This document contains detailed instructions, including a description of what constitutes an acceptable exclusion from the calculations, required documentation, deadlines, and contact information. Following these guidelines will ensure students not tested, due to allowable criteria, are properly excluded from the appropriate calculations.

We rely on your assistance in getting this information to us as requested and in a timely manner to expedite the processing of your requests for exclusions from the appropriate calculations. We appreciate your assistance.

Deadlines for Submitting Documentation and PowerSchool Data Entry:

The SNTHR will be collected from information keyed into the Students Not Tested fields found on the new Students Not Tested page of PowerSchool (available March 25.)

We will need to receive your supporting documentation through the mail. The deadlines for entering your SNTHR information into PowerSchool and for providing your documentation are as follows:

SNTHR Program	PowerSchool Data Entry Deadline	Documentation to SCDE Deadline
The ACT [®] or NCSC and/or SC-Alt and EOCEP (enrolled in high school)	Tuesday, June 7, 2016	Tuesday, June 7, 2016

Contact Information:

For questions regarding the SNTHR, check out our new FAQ section starting on page 19 of this document or contact Lisa Woodard via e-mail at lwoodard@ed.sc.gov or call 803-734-8573.

Providing Documentation:

Documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) to be **received on or before Monday, June 7, 2016 (for all assessments.)** Documentation can also be hand-delivered directly to ORDA staff by a trusted source. Due to the large amount of documentation received and to ensure proper processing, please mail documentation for all schools in your district in **one** packet to the following address:

Lisa Woodard
South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A
Columbia, South Carolina 29201

If you need a receipt for your mailed packet, please send your packet "Return Receipt Requested," since we will not be able to acknowledge receipt for mailed packets.

Both elementary/middle and high school documentation is due to be delivered to SCDE on or before June 7, 2016. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly label both using the cover page template found on the last page of both SNT guideline documents.

General Guidelines and Reminders:

Detailed instructions for entering data into the Students Not Tested fields in PowerSchool are included as a supplement to this document, “*Reasons for Student Not Testing_StudentsNotTested_PowerSchool_Page_2016.*”

The SNTHR documentation must be mailed by the **school district**, not by individual schools. The district’s documentation must be from all schools in that district (**including charter schools**) that are requesting exclusions for students who did not test.

If your district has **no** schools requesting exclusions, the district is required to send an e-mail to Lisa Woodard at lwoodard@ed.sc.gov by **Tuesday, June 7, 2016.**

Please remember to ...

- code all eligible students in PowerSchool with the reason they did not test, even if you are not requesting a calculation-exclusion. (If you submit documentation, but the eligible student is not coded as “not tested” in PowerSchool by June 7, 2016, your documentation cannot be processed.)
- include only documentation for eligible students who were actively enrolled as of the first day of testing for The ACT® (**April 19, 2016**), and have a GR9 value of “14”, and/or EOCEP and enrolled in courses, English I, Algebra I and/or Biology I (**May 2, 2016**.)
- Remember, if you have any actively enrolled student with invalid or missing GR9’s in your PowerSchool collection, those students may also be pulled into the cohort. Please be sure that all students enrolled in high school grade levels or true grade levels of 9 through 12 have a GR9 value by the first day of testing for The ACT® (**April 19, 2016**.)
- include only documentation for eligible students who are expected to take all or part of the alternative assessments (NCSC and/or SC-Alt) and are actively enrolled as of the first day of testing (**March 7, 2016**.) These students must have an alternate assessment indicator value of “YES” in PowerSchool. The alternate assessment indicator is located on the Precode page in PowerSchool.
- include the student’s ID number (PERMNUM and/or STATEID) on all documentation.
- include the School’s Identification Number (SIDN) (for the school requesting the exclusion) on all documentation. If you do not include the School’s Identification Number on the documentation, we may not be able to process your documentation.
- be sure to complete the SNT fields in PowerSchool prior to inactivating/transferring/withdrawing any applicable students (but only if they are actively enrolled in PowerSchool as of the first day of testing.)
- include a cover sheet along with your documentation that includes the district name, and contact information for the person(s) (primary and alternate) handling this process for your district, in the event there are questions. (See a template for the cover sheet on the last page of this document.)
- be certain the documentation submitted matches the information entered into PowerSchool as to the reason the student did not test.
- be sure the “Requested Exclusion” check box is activated in PowerSchool, if and only if you have documentation to support your request.
- be sure to select the correct “test category” and “test missed” in PowerSchool.
- do not send PowerSchool screen prints as documentation.
- be sure the students reported for exclusionary purposes are the students defined as eligible for The ACT®, as a first time test taker and in their third year in high school **OR** are age eligible for the alternate assessment, enrolled in a high school AND/OR enrolled in the appropriate EOCEP course and do not test. For information on the appropriate test eligibility, see page 3 of this document.

Please be aware that if an eligible student has test scores, those scores will count, regardless of whether a calculation-exclusion is granted for the student.

SNTHR Eligibility Criteria:

Exclusions may be requested in the following situations:

- 1) Students who withdraw on or after **Tuesday, April 12, 2016 for The ACT[®] and/or Monday, April 25, 2016 for EOCEP** and thereby miss testing and make-up;
- 2) Students who die on or after **Tuesday, April 12, 2016 for The ACT[®] Monday, April 25, 2016 EOCEP**, and thereby miss testing and make-up; or
- 3) Students who are expelled on or after **Tuesday, April 12, 2016 for The ACT[®] and/or Monday, April 25, 2016 for EOCEP**, and thereby miss testing and make-up;
- 4) Students who accrue ten consecutive “unlawful” absences, **where the first day of unlawful absences** begins on **March 29, 2016**, but before the first day of testing, April 19, 2016 for **The ACT[®] and/or April 11, 2016**, but before May 2, 2016 for **EOCEP** and are withdrawn on **the day or the eleventh consecutive day** unlawful absence and are not reenrolled, and thereby miss testing and make-up;
- 5) Students who normally attend school (not homebound or home-based) and are declared by a physician to be **medically unable to attend school** throughout testing and make-up period;
- 6) Homebound or home-based students who are declared by a physician to be **mentally and/or physically unable to test** throughout testing and make-up period.

*****REMINDER: All eligible students who do not test must be coded in PowerSchool with the reason they did not test, regardless of whether you are requesting a calculation-exclusion. If you submit documentation, but the student is not coded as “not tested” in PowerSchool by June 7, 2016 your documentation will not be processed.**

***** **NOTE** *****

Be sure to update all student demographic and testing eligibility related record fields in PowerSchool by **April 19, 2016**. The five business-day cutoff-dates were selected in order to allow districts time before testing begins to ensure that students who should be inactive in PowerSchool are inactivated/transferred/withdrawn **before** the collection of the first day of testing data. If you know that students have been made inactive in PowerSchool before the first day of testing, you do **not** need to include their documentation nor code them as not tested in PowerSchool. Students who are not actively enrolled on the first day of testing are not counted for Federal and State accountability measures.

ABSENCE from school cannot be considered for exclusion from the calculations unless such absence meets the criteria described in this document.

Requirements for All Documentation:

Within the student's documentation paperwork, the pertinent areas are to be highlighted. Example: on the official district letter of expulsion, highlight the student's name, student's ID numbers (PERMNUM/STUDENT NUMBER and STATEID), and school's identification number (SIDN), the actual date of the expulsion and the phrase describing the student as "expelled for the remainder of the school year."

Please note that some exclusion requests require **multiple** pieces of documentation. If an element related to the exclusion criteria, such as, but not limited to, the date of withdrawal; date of parent/guardian's signature; student ID number; or student name is changed (i.e., whited out or crossed out and marked over) on a document, the change must be initialed and dated, and the name and contact number of the individual initialing the change must be provided.

Multiple Documentation for Multiple SNT Reasons:

If you have a student with multiple reasons for not testing, please be sure to include all documentation for that student. You will only be able to select one reason for not testing in PowerSchool. The reasons provided in the drop-down list are in order of priority, so the first reason you find in the dropdown list will be the one to select for this student. We will be reviewing all documentation and based on the dates and the accuracy of the documentation make the determination as to what tests, if any, should be excluded from the calculations. This happens very rarely, but an example is a situation in which some days of a student's absence relate to one documented reason and the remaining days of the absence relate to a different documented reason, i.e., a student is in the hospital for the date(s) of testing and is absent during make-up because of a death in family.

Changes in Testing Dates for One or More of Your Schools:

NOTE: Unless you 1) officially notify the SCDE (by e-mail lwoodard@ed.sc.gov or by memorandum) that your district's school year ends before make-up testing is over, your district is shortening the make-up period, or one or more of your schools did not participate in on-line testing for applicable tests and 2) provide the date of your last day of make-up testing, all documentation described as follows will have to account for the entire make-up period through **May 3, 2016 for The ACT[®], through June 3, 2016 for EOCEP, through April 22, 2016 for SC-Alt, and through April 29, 2016 for NCSC** as indicated in the Office of Assessment's testing schedule. The testing and make-up dates can be found in this document starting on page 3 or on the SCDE Office of Assessment's Webpage at <http://ed.sc.gov/tests/assessment-information/test-dates/>.

If sending changes to testing dates notification, please include it at the time you submit your students not tested documentation (no later than June 7, 2016.)

WITHDREW - Documentation Required for Students who Withdraw

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a withdrawn student.

If a student withdraws from your school on or after **Tuesday, April 12, 2016 for The ACT® and/or Monday, April 25, 2016 for EOCEP**, and thereby misses so many days that he is unable to test, he may be included in the SNTHR. (Students who withdraw before April 12 for The ACT® or April 25 for EOCEP are **not** eligible to be included in the SNTHR. They should already have been made inactive on PowerSchool.) The following documentation must be sent for the student:

- 1) An official withdrawal form (**not** a copy of a PowerSchool screen or an absence or attendance report), completed at the school, including the following:
 - ☐ School name;
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Student's date of withdrawal;
 - ☐ Reason for student withdrawal; and
 - ☐ **Parent/Guardian's signature** or, in the case of a student old enough to withdraw himself, the student's signature, or, if withdrawn by official at the Department of Social Services, the signature, printed/typed name, title and telephone number of this official.

OR the following two items

- 2) If the student fails to withdraw officially but you receive a request for records from a new school for the student, then send:
 - a) A letter on school letterhead, including the following:
 - ☐ Date (month, day year);
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ The date when the student was made inactive in PowerSchool; and
 - ☐ **Principal's signature.**

AND

- b) A copy of the request for records from the student's new school (this includes DJJ), including the following:
 - ☐ Student's name; and
 - ☐ Documented date of enrollment in the new school (enrollment date must be appropriate to warrant student having been unable to test in the original school during the testing period).
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) **from your school are to be written at the top of the copy of the records request.**

If a student withdraws OR IS TRANSFERRED from your school before **April 12, 2016 (for The ACT®)**, and/or **April 25, 2016 (for EOCEP)**, the student is **not** eligible for exclusion. A student who withdraws or is transferred before April 12, 2016 (for The ACT®), and/or April 25, 2016 (for EOCEP), must be made inactive on PowerSchool **BEFORE** the first day of testing.

STUDENTS WHO ACCRUE TEN CONSECUTIVE, UNLAWFUL ABSENCES AND ARE THEN WITHDRAWN ON THE 11TH DAY, PER CURRENT PUPIL ACCOUNTING MANUAL RULES

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a withdrawn student.

Students who accrue ten consecutive “unlawful” absences (not counting holidays or breaks), **where the first day of unlawful absences** begins on **March 29, 2016**, but before the first day of testing, April 19, 2016 for **The ACT[®] and/or** begins on **April 11, 2016**, but before the first day of testing, May 2, 2016 for **EOCEP and** are withdrawn on the 11th such consecutive unlawful absence (see current Pupil Accounting Manual rules), and thereby miss testing and make-up may be included in the SNTHR;

Two items of documentation are required:

- 1) A letter on school letterhead, including the following:
 - ☐ Date (month, day, year);
 - ☐ Student’s name;
 - ☐ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ The statement that the absences were, specifically, “**unlawful**” (not merely “excessive,” for example);
 - ☐ The ten exact dates of **consecutive**, “unlawful” absences;
 - ☐ All dates of your district’s holidays in the months of March, April and May, 2016;
 - ☐ The statement that those absences resulted in the student’s being unable to take the The ACT[®] and/or EOCEP and
 - ☐ **Principal’s signature.**

AND

- 2) An official withdrawal form (not a copy of a PowerSchool screen or an absence or attendance report), completed at the school, including the following:
 - ☐ School name;
 - ☐ Student name;
 - ☐ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Date of withdrawal;
 - ☐ Reason for withdrawal; and
 - ☐ **Principal’s signature.**

The ten consecutive, unlawful absences must begin before the first day of testing and they can not end prior to April 12 for The ACT[®] or April 25 for EOCEP. Students who have ten consecutive, unlawful absences which occurred too early to meet the conditions described above are **not** eligible to be included in the SNTHR and will be expected to have already been made inactive in PowerSchool. Students who begin the ten days of absence on or after the first day of testing are **not** eligible to be included in the SNTHR.

EXPELLED – Documentation Required

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating an expelled student.

If a student is expelled on or after **Tuesday, April 12, 2016 for The ACT[®] and/or Monday, April 25, 2016 for EOCEP**, and thereby misses so many days that he is unable to test, he may be included in the SNTHR. (Students who are expelled before April 12 for The ACT[®] or April 25 for EOCEP are **not** eligible to be included in the SNTHR. They should already have been made inactive on PowerSchool.)

The following documentation must be sent for the expelled student:

- 1) A copy of the **official** district expulsion letter, stating that the student was expelled on or after **April 12, 2016 for The ACT[®] and/or Monday, April 25, 2016 for EOCEP**, for the remainder of the school year. The letter must include the following:
 - ☐ School name;
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.); and
 - ☐ Date of expulsion.

NOTE: Students who are suspended and students who are "recommended for expulsion" cannot be included in the SNTHR and are not eligible for exclusion.

DEATH OF STUDENT – Documentation Required

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a deceased student.

If a student dies on or after **Tuesday, April 12, 2016 for The ACT[®] and/or Monday, April 25, 2016 for EOCEP**, and prior to the beginning of testing, the following documentation is required:

- 1) A dated (month, day, year) letter on school letterhead, stating that the student died. The letter must include:
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Date when the student died; and
 - ☐ **Principal' signature.**

If a student dies before **Tuesday, April 12, 2016 for The ACT[®] and/or Monday, April 25, 2016 for EOCEP**, the student will be expected to have been already withdrawn from the school's PowerSchool system and the student is not eligible to be included in the SNTHR.

MEDICALLY UNABLE TO ATTEND SCHOOL (does NOT include homebound or home-based students)

- 1) A medical excuse on the **physician's letterhead or official prescription pad** and must include the following:
- ☐ Signature of a physician, physician assistant or nurse practitioner (stamped signatures are not acceptable);
 - ☐ Date (month, day, year) physician, physician assistant or nurse practitioner signs the document;
 - ☐ Statement that the student was "medically unable to attend school;"
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.); and
 - ☐ All dates on which the student was medically unable to attend school during regular and make-up testing.

NOTE: The excuse must state that the student was medically unable to attend school, not that the student could not take The ACT[®] and/or ECOEP.

If you have more than one student who is medically unable to attend school, you will need to submit a separate medical excuse meeting the requirements described above for each student who is declared by a physician, physician assistant or nurse practitioner to be/to have been medically unable to attend school during regular testing and make-up testing. Only one student's name can be listed on a given medical excuse.

NOTE: "Fill-in" forms where the physician, physician assistant or nurse practitioner's signature has been photo-copied cannot be accepted as documentation. (This does not mean that we cannot accept a photocopy of an original form; it means only that we cannot accept a form that was signed by a physician as a blank form and then filled in for multiple students.)

HOMEBOUND OR HOME-BASED STUDENTS WHO ARE PHYSICALLY AND/OR MENTALLY UNABLE TO TAKE THE ACT® AND/OR EOCEP

Two items of documentation are required:

- 1) A medical excuse on the physician's letterhead or official prescription pad, and must include the following:
 - ☐ Signature of a physician, physician assistant or nurse practitioner (stamped signatures are not acceptable);
 - ☐ Date (month, day, year) physician, physician assistant or nurse practitioner signs the document;
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Statement that the homebound or home-based student was "**physically and/or mentally unable** to take The ACT® and/or EOCEP;" and
 - ☐ All dates on when the student was physically and/or mentally unable to test during regular and make-up testing.

Please be aware that a physician's excuse that merely explains that the student was unable to be at school will not suffice since, by definition, a homebound or home-based student is not attending school.

AND one of the following

a) **FOR A HOMEBOUND STUDENT:**

An official, completed medical homebound instruction form, including the following:

- ☐ Physician's signature (stamped signatures are not acceptable);
- ☐ Student's name;
- ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
- ☐ Beginning date of non-attendance; and
- ☐ Projected return date.

NOTE: Physicians must include either a specific end date for homebound status or indicate that homebound status extends through the end of the school year. If the physician leaves the end date blank or writes "NA" or "indeterminate" or "unable to attend school sometimes" or similar phrases, we will not be able to accept the form as documentation that the student was on homebound status throughout testing and make-up periods. Also, if the physician's projected return date for the student includes dates when tests are being given, we will not be able to exclude the student for tests or make-up tests that would be administered on those days.

OR

b) **FOR A HOME-BASED STUDENT:**

The two pages from the student's IEP, which includes the following:

- ☐ Parent/Guardian's signature accepting home-based placement;
- ☐ Student's name;
- ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.); and
- ☐ Statement asserting specifically that the IEP team recommends student be home-based starting on a certain date.

If you have more than one homebound or home-based student for whom you wish to request an exclusion, you will need to submit a separate medical excuse meeting the requirements described above for each homebound or home-based student who is declared by a physician, physician assistant or nurse practitioner to be/to have been physically and/or mentally unable to take The ACT[®] and/or EOCEP during regular and make-up testing.

NOTE: “Fill-in” forms where the physician, physician assistant or nurse practitioner’s signature has been photo-copied cannot be accepted as documentation. (This does not mean that we cannot accept a photocopy of an original form; it means only that we cannot accept a form that was signed by a physician as a blank form and then filled in for multiple students.)

Letters from homebound instructors, explaining why they did not administer tests, cannot be accepted as documentation.

In the case of a hospital-type facility, such as a mental health facility or a behavioral modification facility, where all of the students are 24-hour residents and are officially on homebound status, if multiple students are declared by the on-site physician to be “mentally and/or physically unable to take The ACT[®] and/or EOCEP during the entire test and make-up period,” then all of the students’ names may be listed on one letter signed by the physician, physician assistant or nurse practitioner. However, an official and fully completed copy of a medical homebound instruction form for each student must accompany the letter.

Intermittent Homebound

A medical excuse for intermittent homebound students must include the wording for both “medically unable to attend school” and “physically and/or mentally unable to test.”

Students Not Tested on an Alternate Assessment (Enrolled in High School):

If a student who is eligible to take an alternate assessment (high school) does not have a score, the student can be excluded from calculations by way of submitting appropriate documentation. Alternate assessment students must meet the same criteria as The ACT[®] and EOCEP students to be included in the SNTHR. Please refer to sections of this document for specific documentation requirements. For alternate assessment students who are "physically or mentally unable to test", the documentation must record the testing dates beginning (**March 7, 2016 for SC-Alt and NCSC**) to the date testing ending (**April 22, 2016 for SC-Alt and April 29, 2016 for NCSC**.) For a non-homebound/based student who are "medically unable to attend school", the documentation must record the date testing beginning (**March 7, 2016 for SC-Alt and NCSC**) to the date testing ended (**April 22, 2016 for SC-Alt and April 29, 2016 for NCSC**.) The physician, physician assistant or nurse practitioner will need to provide the specific dates in his/her excuse.

SCDE, Office of Research and Data Analysis uses the Alternate Assessment Indicator found in PowerSchool to identify students who are eligible for SC-Alt. Please refer to the PRECODE Manual (<http://ed.sc.gov/tests/assessment-information/precode/>) for eligibility criteria.

Do not report in PowerSchool or submit documentation for a student who is eligible for an alternate assessment unless the student missed an alternate assessment test and

meets one or more of the criteria for students not tested. Do not report alternate assessment students because they missed The ACT® testing.

If you have **alternate assessment**, enrolled in high school, eligible students who miss the entire testing period (**March 7 through April 22, 2016 for SC-Alt and/or March 7 through April 29, 2016 for NCSC**), please include documentation for these students at the same time as SNTHR documentation is due (**June 7, 2016**). Provide the same documentation as needed for the SC READY or SCPASS students as detailed in these guidelines. Alternate assessment students must meet the same criteria as The ACT® students to be included in the SNTHR.

Students NOT ELIGIBLE to be included in the “Students Not Tested on High School Report” Process

1. Students who are in the third spring since first designated as 9th graders and were over or under age 16 on September 2, 2015, but were otherwise eligible for an alternate assessment, **should not be included** on the not-tested report. SCDE will obtain the required information on these students from the 9GR field in PowerSchool, which indicates when the student was initially enrolled in the 9th grade, and the AA (Alternate Assessment Eligibility Indicator) field on the Precode page in PowerSchool (i.e., 9GR = 14 AND Alternative Assessment = “Y”). NOTE: It is extremely important that **ALL** alternate assessment students (whether they are eligible to test or not) are coded correctly in PowerSchool, prior to **the first day of testing for SC-Alt/SC NCSC**.
2. Do not submit documentation for students who are **expelled, withdrawn/transferred, or who die before April 12, 2016**. These students are NOT eligible for exclusion from ratings through the SNTHR. It is expected that they will have been made inactive on PowerSchool already.
3. Do not submit documentation for students who are not actively enrolled in PowerSchool as of the first day of testing. SCDE pulls only students who are actively enrolled from the first day of testing.
4. Do not submit documentation for students who have **ten consecutive, unlawful absences (and miss all of the testing) beginning before ten school days prior to the 5th business day before the first day of testing**. These students are NOT eligible for exclusion from ratings. It is expected that these students will have been made inactive on PowerSchool already.
5. LEP students at the lowest levels of English proficiency who, during the 2015-16 school year, are in a US school for the first time will not be included on the not-tested report. SCDE will obtain the required LEP information on these students, from the “English Prof” field, and the US entry date from the “US Sch Entry Date” field on the Additional Student Information page in PowerSchool. Students born in the US who move to their family’s home country, before entering school, and then return and enter a US school will be identified and reported through the use of the appropriate selection in the “Birth Country” field in PowerSchool of RTNUS (“Return to US”) and an appropriate date entered in the US entry date field.
6. Do not submit documentation for home-schooled or private-schooled students. These students are expected to have been coded for non-payment so that they would not have appeared in the First Day of Testing data.

7. Do not submit documentation for suspended students or students recommended for expulsion. Only students who are **officially expelled** within the specified timeframe are eligible for inclusion in the SNTHR.
8. Do not submit PowerSchool screen prints, absence, or attendance reports. This type of information cannot be considered as documentation.
9. Do not submit IEP's (except for the two pages described for home-based students herein).

Frequently Asked Questions:

- 1) **Question:** Do I need to report LEP students who are in their first 12 months in a US school and do not test on the ELA assessment?

Answer: The answer would depend on whether the student is coded correctly in PowerSchool. The following PowerSchool data elements will be used to identify *LEP 1st 12 months in US* students for automatic exclusion from the appropriate test performance and/or participation calculations:

- 1) English Prof field and US Sch Entry Date field, or
- 2) Birth Country field (with the value RTNUS) and US Sch Entry Date field.

If any of these fields contain incorrect values or have missing values, resulting in the SCDE staff not being able to accurately identify these students, you will need to code the student as not tested for reason # 022 - Student LEP first year in US exemption (incorrectly coded in PowerSchool only.) SCDE will use this SNT information for reporting only, as #022 cannot be used for exclusionary reasons. Please refer to the document ***“Reasons for Student Not Testing StudentsNotTested Screen 2016”*** for more information on this SNT reason. If the student is coded correctly in PowerSchool as of the first day of testing, there is nothing more you need to do.

- 2) **Question:** Do I need to report Alternate Assessment students who do not test on the SC READY, SCPASS or The ACT[®] assessment?

Answer: The answer would depend on whether the student is coded correctly in PowerSchool. The following PowerSchool data elements will be used to identify Alternate Assessment students for testing eligibility:

- 1) Alternate Assessment Indicator (found on the Precode page in PowerSchool), and
- 2) Date of birth.

If a student is coded with an Alternate Assessment Indicator value of “Yes” and is age appropriate for testing, SCDE staff will be looking for test scores among the alternate assessment results. Or, if a student is coded with an Alternate Assessment Indicator value of “no or is blank” (check box is not activated) and is true grade or grade level or GR9 appropriate for testing, SCDE staff will be looking for test scores among the standard assessment results.

If either of these two fields contain incorrect values or have missing values, resulting in the SCDE staff not being able to accurately identify these students, you will need to code the student as not tested for one of the following reasons:

- 1) 017 - Data entry error at school or district, alternate assessment related; or
- 2) 018 - Student not eligible for alternate assessment due to age (incorrectly coded in PowerSchool only.)

SCDE will use this SNT information for reporting only, as #017 and #018 cannot be used for exclusionary reasons. Please refer to the document ***“Reasons for Student Not Testing StudentsNotTested Screen 2016”*** for more information on this SNT reason. If the student is coded correctly in PowerSchool as of the first day of testing, there is nothing more you need to do.

- 3) **Question:** When should I code a transferring/withdrawing student as not tested?

Answer: To determine whether a transferring/withdrawing student needs to be included in the SNT process, you must first determine if the student was actively enrolled in PowerSchool on the first day of testing. If the student is not enrolled, you do not need to report the student as not tested, request an exclusion or send documentation. If the student is enrolled on the first

day of testing, and doesn't test, you will need to report the reason the student did not test and do so before you inactivate/withdraw/transfer the student in PowerSchool. This is especially important when transferring a student within your district, as you will not be able to return to the student's record to enter these data, once you have transferred the student.

- 4) Question:** Will Truegrade be used to identify the student's true grade of instruction and testing eligibility? When do I need to populate the Truegrade indicator in PowerSchool.

Answer: Yes, the Truegrade indicator, if populated, will be used to identify the students testing eligibility for SC READY and SCPASS. If Truegrade indicator is populated, SCDE staff will be looking for scores within the truegrade level for the student. If the student does not test within the truegrade testing level, the scores will be invalidated.

Truegrade can only be assigned to students receiving special education instruction (instructional setting indicator = SE, SR or SP) and the student is enrolled in a school not approved for his true grade of instruction. Truegrade has nothing to do with the age of the student, and everything to do with the student's level of education, based on his IEP.

- 5) Question:** Do I need to code all students as not tested, if they do not test, even if I don't have documentation to support an exclusion?

Answer: Yes, if the students is actively enrolled as of the first day of testing and is eligible to test based on grade/truegrade, age or GR9, then you must code them as not tested and provide the reason for not testing, even if you are not requesting an exclusion.

- 6) Question:** Will SCDE adjust the first day of testing for the End of Course based on the district's testing schedule?

Answer: Currently, there is only one published first day of testing (May 2) and ORDA will be using this as our "first day of testing" in guiding the SNT process. However, if you are not planning on using all the make-up days, and you plan to make an adjustment to your make-up dates, we will accept notification in writing. Please submit your memo/letter at the same time you submit your SNT documentation, by June 7, 2016.

Students Enrolled in High Schools - Students Not Tested Documentation

District:

Primary Contact Person

Name:

E-mail:

Telephone:

Secondary Contact Person

Name:

E-mail:

Telephone:

Reminders from SCDE:

Both elementary/middle and high school documentation is due to be delivered to SCDE on or before June 7, 2016. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly labeled.

Documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) to be **received on or before June 7, 2016**. Documentation can also be hand-delivered directly to Office of Research and Data Analysis (ORDA) staff by a trusted source. Due to the large amount of documentation received and to ensure proper processing, please mail documentation for all high schools in your district in **one** packet to the following address:

Lisa Woodard
South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A
Columbia, South Carolina 29201